

COLORADO HEALTHY SCHOOLS SMART SOURCE

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DIRECTIONS

Smart Source serves as a comprehensive inventory of practices and policies to guide Colorado schools and districts in their health and wellness efforts. Your responses to the questions on Smart Source are not scored in any way and are intended to be used by your school to identify gaps and inform improvements. Please respond to each item as accurately as possible.

Schools that complete the Smart Source inventory as a team achieve higher accuracy on their responses and more meaningful results. We strongly recommend that you meet with or, at a minimum, gather input from various school staff noted in the descriptions under each section header throughout the tool.

This document contains all items included on the online tool for combined schools, from both elementary and secondary versions. Certain questions only apply to one of these school levels and will be designated with an italicized note. Additionally, some questions are only relevant based on answers to previous questions—these are also noted in italics at the top of each item.

For use in survey administration, we recommend schools download and print the Smart Source paper tool respective to their school level, available through the online tool.

GENERAL HEALTH POLICIES AND PRACTICES

The questions in this section refer to the systematic strategies schools have in place to broadly impact health in schools. These strategies focus on the sustainability of health and wellness efforts, as well as using data to inform and improve school health policies and practices. The principal could help provide answers to these questions.

1) Is there one or more than one group (e.g., school health council, committee, team) at your school that offers guidance on the development of policies or coordinates activities on health topics? ☒ Yes ☐ No		
2) [Note: answer only if yes is selected in #1 above] In addition to school staff, does your school health council, committee, or team include membership from the following?		
	Yes	No
a) School administrators	☒	☐
b) Students	☐	☐
c) Parents/guardians	☐	☐
d) Community leaders (e.g., representatives of local public health, county/city government, community-based organizations)	☒	☐
3) [Note: answer only if yes is selected in #1 above] How many times, on average, does your school health council, committee, or team meet per school year? ☐ None ☒ 1-2 times ☐ 3-4 times ☐ 5-6 times ☐ 7 or more times		
4) [Note: answer only if yes is selected in #1 above] During the past year, has any school health council, committee, or team at your school done any of the following activities?		
	Yes	No
a) Identified student health needs based on a review of relevant data	☒	☐
b) Recommended new or revised health and safety policies and activities to school administrators or the school improvement team	☒	☐
c) Sought funding or leveraged resources to support health and safety priorities for students and staff	☒	☐
d) Communicated the importance of health and safety policies and activities to district administrators, school administrators, parent-teacher groups, or community members	☒	☐
e) Reviewed health-related curricula or instructional materials	☐	☒
f) Assessed the availability of physical activity opportunities for students	☒	☐
g) Developed a written plan for implementing a Comprehensive School Physical Activity Program (a multi-component approach that provides opportunities for students to be physically active before, during, and after school)	☐	☒
5) Does your school have an identified staff person who leads or coordinates school health efforts? ☒ Yes ☐ No		
6) Has your school adopted a wellness policy (school and/or district-created)? ☒ Yes ☐ No		

7) Does your school have a process for identifying students who are at risk of being chronically absent (i.e., monitoring attendance data)? *Chronic absenteeism is defined as a student missing 10% or more of a school year for any reason, including illness, suspension, need to care for a family member, regardless of whether absences are excused or unexcused.*

☒ Yes
☐ No

8) *[Note: answer only if yes is selected in #7 above]*
 Does your school have a procedure to follow up on students who are at risk of being chronically absent?

☒ Yes
☐ No

9) Does your school incorporate health and wellness in its Unified Improvement Planning Process?

☒ Yes
☐ No

10) Does your school administer a survey to assess perceptions of school climate to the following?

	Yes	No
a) Students	☒	☐
b) Teachers	☒	☐
c) Other staff	☒	☐
d) Parents/guardians	☒	☐

11) Does your school participate in the following student-level health and wellness assessments?

	Yes	No
a) A district-created assessment	☒	☐
b) <i>[Note: answer for secondary grades only]</i> Healthy Kids Colorado Survey (or the Youth Risk Behavior Survey)	☐	☒
c) Other (please specify) _____	☐	☒

12) *[Note: answer for secondary grades only]*
 Has your school ever used the School Health Index or other self-assessment tool to assess your school's policies, activities, and programs in the following areas?

	Yes	No
a) Physical activity	☒	☐
b) Nutrition	☒	☐
c) Tobacco and/or other substance use prevention	☐	☒
d) Asthma	☐	☒
e) Injury and violence prevention	☒	☐
f) HIV, STI, and teen pregnancy prevention	☐	☒

NUTRITION

The questions in this section refer to the food and beverages available to students at your school. Questions on the offerings provided through the school meal program are not included in this tool due to their inclusion in separate assessments conducted at the district level via federal and state processes. "Healthy foods" mentioned throughout this section generally refer to foods that are low in calories (i.e., 200 calories or less per serving), low in fat, low sodium (i.e., less than 200 mg per serving), low in added sugar, and high in whole grains (if applicable). The food service manager, as well as classroom teachers, could help provide answers to these questions.

1) Does your school provide the following meals daily to students?			
	Yes	No	
a) Breakfast	☒	☐	
b) Lunch	☒	☐	
2) [Note: answer only if yes is selected in #1a above]			
a) How many total minutes, on average, is your school's breakfast period? <u>20</u> total minutes (i.e., the sum of line, serving, and seated time)			
b) Of those total minutes, how many minutes, on average, do students have to eat breakfast? <u>18</u> minutes to eat breakfast (i.e., seated time)			
3) [Note: answer only if yes is selected in #1a above]			
Does your school incorporate strategies aimed at increasing universal student access to nutritious breakfast (e.g., Grab 'N' Go Breakfast, Breakfast in the Classroom, Breakfast on the Bus)?			
☒ Yes			
☐ No			
4) [Note: answer only if yes is selected in #1b above]			
a) How many total minutes, on average, is your school's lunch period? <u>40</u> total minutes (i.e., the sum of line, serving, and seated time)			
b) Of those total minutes, how many minutes, on average, do students have to eat lunch? <u>20</u> minutes to each lunch (i.e., seated time)			
5) Are students permitted to have a drinking water bottle during the school day?			
☒ Yes, in all locations			
☐ Yes, in certain locations			
☐ No			
6) Does your school offer a free source of drinking water in the following locations?			
	Yes	No	N/A, your school does not have this location
a) Cafeteria during breakfast	☒	☐	☐
b) Cafeteria during lunch	☒	☐	☐
c) Gymnasium or other indoor physical activity facilities	☒	☐	☐
d) Outdoor physical activity facilities and sports fields	☒	☐	☐
e) Hallways throughout the school	☒	☐	☐
7) When foods or beverages are offered at school celebrations, how often are fruits or non-fried vegetables offered?			
☐ Food or beverages are not offered at school celebrations			
☐ Never			
☒ Rarely			

☐ Sometimes ☐ Always or almost always										
8) Does your school prohibit advertisements for candy, fast food restaurants, or soft drinks in each of the following locations?										
							Yes	No		
a)	In school buildings						☒	☐		
b)	On school grounds including on the outside of the school building, on playing fields, or other areas of the campus						☒	☐		
c)	On school buses or other vehicles to transport students						☒	☐		
d)	In school publications (e.g., newsletters, newspapers, web sites, other school publications)						☒	☐		
e)	In curricula or other educational materials (including assignment books, school supplies, book covers, and electronic media)						☒	☐		
9) Has your school adopted a written <u>policy</u> (school and/or district-created) that...										
							Yes	No		
a)	Prohibits using food as a reward (e.g., food coupons, candy for positive behavior)?						☐	☒		
b)	Prohibits the advertising of unhealthy food/beverages on school grounds (e.g., banners, student newspaper)?						☐	☒		
c)	Requires predominantly healthy food/beverages for celebrations?						☐	☒		
d)	Requires non-food or healthy food school-sponsored fundraisers (e.g., gift wrap, fruit baskets)?						☐	☒		
10) Can students purchase snack foods or beverages from one or more vending machines at the school or at a school store, canteen, or snack bar?										
☐ Yes ☒ No										
11) [Note: answer only if yes is selected in #10 above]										
Are food and beverages available for students to purchase during the following times?										
			Before school		During lunch		During the school day (not at lunch)		After school (not including at sporting events)	
			Yes	No	Yes	No	Yes	No	Yes	No
a)	Vending machines		☐	☒	☐	☒	☐	☒	☐	☒
b)	School store, canteen, or snack bar		☐	☒	☒	☐	☐	☒	☐	☒
12) [Note: answer only if yes is selected in #10 above]										
Can students purchase each of the following snack foods or beverages from vending machines or at the school store, canteen, or the snack bar?										
									Yes	No
a)	Chocolate candy								☐	☒
b)	Other kinds of candy								☐	☒
c)	Salty snacks that are not low in fat (e.g., regular potato chips)								☐	☒
d)	Low sodium or "no added salt" pretzels, crackers, or chips								☐	☒
e)	Cookies, crackers, cakes, pastries, or other baked goods that are not low in fat								☐	☒
f)	Ice cream or frozen yogurt that is not low in fat								☐	☒
g)	2% or whole milk (plain or flavored)								☐	☒
h)	Nonfat or 1% (low-fat) milk (plain)								☐	☒
i)	Water ices or frozen slushes that do not contain juice								☐	☒
j)	Soda pop or fruit drinks that are not 100% juice								☐	☒

k) Sports drinks (e.g., Gatorade)	☐	☒
l) Energy drinks (e.g., Red Bull, Monster)	☐	☒
m) Bottled water	☐	☒
n) 100% fruit or vegetable juice	☐	☒
o) Foods or beverages containing caffeine	☐	☒
p) Fruits (not fruit juice)	☐	☒
q) Non-fried vegetables (not vegetable juice)	☐	☒
13) During this school year, has your school done any of the following?		
	Yes	No
a) Priced nutritious foods and beverages at a lower cost while increasing the price of less nutritious foods and beverages	☐	☒
b) Collected suggestions from students, families, and school staff on nutritious food preferences and strategies to promote healthy eating	☐	☒
c) Provided information to students or families on the nutrition and caloric content of foods available	☒	☐
d) Conducted taste tests to determine food preferences for nutritious items	☐	☒
e) Provided opportunities for students to visit the cafeteria to learn about food safety, food preparation, or other nutrition-related topics	☐	☒
f) Served locally or regionally grown foods in the cafeteria or classrooms	☒	☐
g) Planted a school food or vegetable garden	☒	☐
h) Placed fruits and vegetables near the cafeteria cashier, where they are easy to access	☒	☐
i) Used attractive displays for fruits and vegetables in the cafeteria	☒	☐
j) Offered a self-serve salad bar to students	☒	☐
k) Labeled healthful foods with appealing names (e.g., crunchy carrots)	☒	☐
l) Encouraged students to drink plain water	☒	☐
m) Prohibited school staff from giving students food or food coupons as a reward for good behavior or good academic performance	☐	☒
n) Prohibited less nutritious foods and beverages (e.g., candy, baked goods) from being sold for fundraising purposes	☐	☒

PHYSICAL EDUCATION/PHYSICAL ACTIVITY

Questions in this section refer to your school's Comprehensive Physical Activity Program (CSPAP), a national framework developed by the Centers for Disease Control and Prevention (CDC), which includes quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement. The physical education teacher, as well as classroom teachers, coaches, and out-of-school program staff could help provide answers to these questions.

1) [Note: answer for only the grades your school serves]

(Definition: Required physical education means instruction that helps students develop the knowledge, attitudes, skills, and confidence needed to adopt and maintain a physically active lifestyle that students must receive for graduation or promotion from your school.)

Is a required physical education course taught in each of the following grades in your school?

	Yes	No
a) Kindergarten	☒	☐
b) 1 st grade	☒	☐
c) 2 nd grade	☒	☐
d) 3 rd grade	☒	☐
e) 4 th grade	☒	☐
f) 5 th grade	☒	☐
g) 6 th grade	☒	☐
h) 7 th grade	☒	☐
i) 8 th grade	☒	☐
j) 9 th grade	☒	☐
k) 10 th grade	☒	☐
l) 11 th grade	☐	☒
m) 12 th grade	☐	☒

2) [Note: answer only if yes is selected for any elementary grade in #1 above]

a) How many class sessions per week, on average, are provided to an elementary student enrolled in physical education?

2 class sessions per week

b) How many minutes, on average, is each elementary-level physical education class session?

50 minutes per class session

3) [Note: answer for secondary grades only]

What type of academic schedule does your school follow?

- ☒ Semester
☐ Quarter
☐ Trimester

4) [Note: answer for secondary grades only]

How many semesters [fill in answer from #3 above] of physical education does your school require for each secondary student (before graduating or advancing out of your school)?

2 semester(s)/quarter(s)/trimester(s)

5) [Note: answer only if yes is selected for any secondary grade in #1 above]

a) How many class sessions per week, on average, are provided to a secondary student enrolled in physical education?

5 class sessions per week

b) How many minutes, on average, is each secondary-level physical education class session?

50 minutes per class session

6) [Note: answer for secondary grades only]

Does your school allow waivers and/or exemptions for secondary-level physical education for the following?

	Yes	No	N/A, your school does not offer this program
a) Band	☒	☐	☐
b) School-sponsored athletics	☒	☐	☐
c) ROTC	☒	☐	☐
d) Other (please specify) _____	☐	☐	☒

7) During physical education courses, what percentage of the time, on average, are students engaged in moderate to vigorous physical activity (equivalent to brisk walking, bicycling, aerobic dance, etc.)?

75 % of the time

8) Do the physical education programs at your school...

	Yes	No
a) Appropriately modify activities to promote the participation of all students (in particular, students with chronic health conditions and special needs)?	☒	☐
b) Use instructional strategies that support the needs of the diversity of the student population?	☒	☐
c) Have a student/teacher ratio that is comparable with other classes at all grade levels?	☒	☐

9) Does your school's physical education instruction use the following?

	Yes	No
a) Curriculum aligned to the Colorado Academic Standards, specifically the <u>Comprehensive Physical Education Standards</u>	☒	☐
b) Unit and lesson plans to guide instruction	☒	☐
c) Objectives that are observable and measurable	☒	☐
d) Summative/performative assessments (e.g., unit or course exams) to evaluate students' mastery of objectives	☒	☐
e) Formative assessments	☒	☐

10) How many staff at your school teach physical education? Please give your answer in FTEs (full-time equivalents).

For example, if your school has one full-time P.E. teacher (1.0 FTE) and one part-time P.E. teacher (0.5 FTE), the total would be 1.5 FTEs.

2.0 physical education FTEs

11) Does your school require your physical education teachers to have the following?

	Yes	No
a) Undergraduate training in P.E.	☒	☐
b) Graduate training in P.E.	☒	☐
c) Licensure with an endorsement in P.E.	☒	☐
d) Ongoing professional development related to physical education (at least annually)	☒	☐

12) Does your school offer opportunities for students to participate in physical activity before the school day through organized physical activities or access to facilities or equipment for physical activity?

☒ Yes

☐ No

13) Outside of physical education, do students participate in physical activity breaks in classrooms during the school day?

☒ Yes
☐ No

14) [Note: answer only if yes is selected in #13 above]
How many teachers in your school, on average, offer physical activity breaks in their classrooms?

☐ No teachers
☐ Few teachers
☒ Some teachers (approximately half)
☐ Most teachers
☐ All teachers

15) Does your school offer opportunities for all students to participate in intramural sports programs or physical activity clubs? (Intramural sports programs or physical activity clubs are any physical activity programs that are voluntary for students, in which students are given an equal opportunity to participate regardless of physical ability.)

☒ Yes
☐ No

16) [Note: answer for secondary grades only]
Does your school offer interscholastic sports to students?

☒ Yes
☐ No

17) How often is physical activity (e.g., walking/running laps, performing push-ups) used as punishment for student misbehavior before, during, and after school?

☒ Never
☐ Rarely
☐ Sometimes
☐ Always or almost always

18) Has your school adopted a written policy (school and/or district-created) that prohibits the use of physical activity as punishment for student misbehavior?

☐ Yes
☒ No

19) [Note: answer for only the elementary grades your school serves]
How many minutes, on average, do elementary students have for recess during the school day? Please include all recess after the morning bell rings (e.g., morning, lunch, afternoon recess). For grades your school serves that do not have recess, enter "0" minutes per day.

	Minutes per day
a) Kindergarten	40
b) 1 st grade	40
c) 2 nd grade	40
d) 3 rd grade	20
e) 4 th grade	20
f) 5 th grade	20
g) 6 th grade	20

20) [Note: answer only for each grade that has recess as designated in #19 above]

Is recess provided before lunch in each of the following elementary grades in your school?

	Yes, for <u>all</u> students in this grade	Yes, for <u>some</u> students in this grade	No
a) Kindergarten	☒	☐	☐
b) 1 st grade	☒	☐	☐
c) 2 nd grade	☒	☐	☐
d) 3 rd grade	☐	☐	☒
e) 4 th grade	☐	☐	☒
f) 5 th grade	☐	☐	☒
g) 6 th grade	☐	☐	☒

21) [Note: answer for elementary grades only]

In the case of inclement weather, how often is outdoor recess replaced with comparable indoor physical activity?

- ☐ Never
☐ Rarely
☐ Sometimes
☒ Always or almost always

22) [Note: answer for elementary grades only]

In the case of inclement weather, has your school adopted a written policy (school and/or district-created) that requires outdoor recess be replaced with comparable indoor physical activity?

- ☐ Yes
☒ No

23) [Note: answer for elementary grades only]

How often is all or part of recess taken away from students for the following reasons?

	Never	Rarely	Sometimes	Always or almost always
a) Punishment for misbehavior	☐	☐	☒	☐
b) Make up for lost instructional time or testing	☐	☐	☒	☐

24) [Note: answer for elementary grades only]

Has your school adopted a written policy (school and/or district-created) that prohibits taking away all or part of recess for the following reasons?

	Yes	No
a) Punishment for misbehavior	☐	☒
b) Make up for lost instructional time or testing	☐	☒

HEALTH EDUCATION

Questions in this section refer to your school's health education program led by qualified staff that help students acquire the knowledge, attitudes, and skills to make healthy choices. The health education program may be administered through formal health education courses integrated into other courses/subject areas, or through school-sponsored events. The staff members who teach health education or the principal could help provide answers to these questions.

1) [Note: please answer for only the grades your school serves] Is a health education course offered in each of the following grades in your school?		
	Yes	No
a) Kindergarten	☐	☒
b) 1 st grade	☐	☒
c) 2 nd grade	☐	☒
d) 3 rd grade	☐	☒
e) 4 th grade	☐	☒
f) 5 th grade	☐	☒
g) 6 th grade	☒	☐
h) 7 th grade	☐	☒
i) 8 th grade	☐	☒
j) 9 th grade	☒	☐
k) 10 th grade	☐	☒
l) 11 th grade	☐	☒
m) 12 th grade	☐	☒

2) [Note: answer only if yes is selected for any elementary grade in #1 above] a) How many class sessions per week, on average, are provided to an elementary student enrolled in health education? <u>6</u> class sessions per week b) How many minutes, on average, is each elementary-level health education class session? <u>60</u> minutes per class session

3) [Note: answer for secondary grades only] How many <u>semesters</u> [fill in answer from #3 in the Physical Education/Physical Activity section above] of health education does your school require for each secondary student (before graduating or advancing out of your school)? <u>1</u> semester(s)/quarter(s)/trimester(s)

4) [Note: answer only if yes is selected for any secondary grade in #1 above] a) How many class sessions per week, on average, are provided to a secondary student enrolled in health education? <u>5</u> class sessions per week b) How many minutes, on average, is each secondary-level health education class session? <u>50</u> minutes per class session

5) Do the following staff members teach health education topics at your school?		
	Yes	No
a) Health education teacher	☒	☐
b) Physical education teacher	☒	☐
c) Science teacher	☒	☐
d) Non-science classroom teacher	☐	☒
e) School counselor	☐	☒
f) School nurse	☐	☒
g) Other (please specify) _____	☐	☒
6) [Note: answer only for each choice for which yes is selected in #5 above] Do the following staff members who teach health education receive professional development/training annually related to health education?		
	Yes	No
a) Health education teacher	☒	☐
b) Physical education teacher	☒	☐
c) Science teacher	☒	☐
d) Non-science classroom teacher	☐	☒
e) School counselor	☐	☒
f) School nurse	☐	☒
g) Other (please specify) _____	☐	☒
7) [Note: answer only if yes is selected in #5a above] Does your school require its health education teachers to have the following?		
	Yes	No
a) Undergraduate training in health education	☒	☐
b) Graduate training in health education	☐	☒
c) Certification or licensure in health education	☒	☐
8) Does your school's health education instruction use the following?		
	Yes	No
a) Instruction/curriculum aligned to the Colorado Academic Standards, specifically the <u>Comprehensive Health Education Standards</u>	☒	☐
b) Unit and lesson plans to guide instruction	☒	☐
c) Objectives that are observable and measurable	☒	☐
d) Units and lessons that provide opportunities for practicing health-related skills	☒	☐
e) Summative/performance assessments (e.g., unit or course exams, portfolios, peer to group projects, expeditionary learning) to evaluate students' mastery of standards and objectives	☒	☐
f) Formative assessments	☒	☐
9) Do your health education courses and lessons prioritize instruction on health skills (e.g., comprehend concepts, influences, access valid information, interpersonal communication, decision-making, goal setting, self-management, advocacy for self & others)?		
☒ Yes		
☐ No		
10) Are the following health education topics taught at your school (including through a health education course, other courses/subject areas, or school assemblies or events)?		
	Yes	No
a) Healthy eating	☒	☐
b) Physical activity	☒	☐

c) Personal hygiene	☒	☐
d) Oral health	☒	☐
e) Mental and emotional wellness	☒	☐
f) Alcohol, tobacco, and other drug use prevention	☒	☐
g) Unintentional injury prevention	☒	☐
h) Violence prevention (e.g., bullying, fighting, homicide)	☒	☐
i) Suicide prevention	☒	☐
j) Human sexuality/sexual health education	☒	☐
k) Stress management	☒	☐
l) Other (please specify) _____	☒	☐

11) [Note: answer only if yes is selected in #10j above]
Are the following topics taught as part of sexual health education at your school?

	Yes	No
a) Consent (i.e., voluntarily giving permission or saying "yes")	☒	☐
b) Healthy relationships (e.g., communication skills, prevention of dating violence)	☒	☐
c) How alcohol and drug use impairs responsible and healthy decision making	☒	☐
d) Internet/social media literacy (e.g., privacy, sexting)	☒	☐
e) Abstinence	☒	☐
f) Medically accurate information about methods other than abstinence (e.g., birth control, condoms) to prevent unintended pregnancy	☒	☐
g) Medically accurate information about methods other than abstinence (e.g., condoms) to prevent sexually transmitted infections, including HIV/AIDS and human papillomavirus (HPV)	☒	☐
h) Adolescent pregnancy options and resources	☒	☐

12) [Note: answer only if yes is selected in #10j above]
Does your school's sexual health education program include information that is specific to the experiences and needs of students who identify as the following?

	Yes	No
a) Lesbian, gay, bisexual, queer or questioning	☒	☐
b) Transgender	☒	☐
c) Intersex (i.e., people born with reproductive or sexual anatomy that does not fit the typical definitions of "female" or "male")	☒	☐
d) People with physical or intellectual disabilities	☒	☐
e) People who have experienced sexual assault	☒	☐

13) [Note: answer only if yes is selected in #10j above]
Is your school's sexual health education program sensitive to students from diverse backgrounds including race, color, ethnicity, and national origin?
☒ Yes
☐ No

14) Does your school integrate health content and skills into other courses/subject areas (e.g., math, English, science, social studies, art, music)?
☐ Yes, most if not all courses/subject areas have integrated health content and skills
☒ Yes, some courses/subject areas have integrated health content and skills
☐ No

HEALTH SERVICES

Questions in this section focus on school health services which are overseen by a school nurse/school nurse consultant to manage student chronic diseases, such as asthma and diabetes, provide first aid and emergency care, and screen and refer for specific health conditions. The school nurse, health aide, and principal could help provide answers to these questions. Additionally, some of the information requested can be found within a student information system (e.g., Infinite Campus, PowerSchool).

1) How many hours per week, on average, is the school nurse/school nurse consultant present at your school? ☐ 0 hours/week (a school nurse/school nurse consultant is not present at our school) ☒ 1-10 hours/week ☐ 11-20 hours/week ☐ 21-30 hours/week ☒ 31-40 hours/week		
2) Who at your school is designated to address daily health emergencies and chronic health needs of students? Mark all that apply.		
a) School nurse/school nurse consultant b) Health clerk, health aide, health paraprofessional c) Administrator d) Secretary/administrative assistant e) Other (please specify) _____	☒ ☒ ☒ ☒ ☐	
3) [Note: answer only for each choice for which yes is selected in #2b-e above] Does a school nurse/school nurse consultant provide oversight and training to these designated staff?		
	Yes	No
a) Health clerk, health aide, health paraprofessional	☒	☐
b) Administrator	☒	☐
c) Secretary/administrative assistant	☒	☐
d) Other (please specify) _____	☐	☐
4) How many times, on average, do students seek services from designated staff for daily health emergencies and chronic health needs (including daily medications) each month? <u>2</u> # visits/month		
5) Does your school have documentation of the number of students who have the following?		
	Yes	No
a) Health conditions (e.g., asthma, life-threatening allergies, diabetes (type 1 or 2), seizures)	☒	☐
b) Immunization status (including the number of students with signed personal, religious, or medical exemptions)	☒	☐
c) Health insurance	☒	☐
d) Medication needs	☒	☐
e) A BMI at or above the 85 th percentile (may be taken as part of physical education screenings)	☐	☒
6) [Note: answer only for each choice for which yes is selected in #5 above] Is this documentation available electronically (i.e., through a student information system such as Infinite Campus or PowerSchool) for the number of students who have the following?		
	Yes	No
a) Health conditions (e.g., asthma, life-threatening allergies, diabetes (type 1 or 2), seizures)	☒	☐
b) Immunization status (including the number of students with signed personal, religious, or medical exemptions)	☒	☐
c) Health insurance	☒	☐

d) Medication needs		☒	☐
e) A BMI at or above the 85 th percentile (may be taken as part of physical education screenings)		☐	☒
7) Does your school screen and refer for the following every year?			
	Yes, in all grades <u>and</u> for new students	Yes, in all grades but <u>not</u> for new students	Yes, in certain grades <u>and</u> for new students
			Yes, in certain grades but <u>not</u> for new students
			No
a) Hearing	☒	☐	☐
b) Vision	☒	☐	☐
c) Oral health	☐	☐	☒
8) [Note: answer only for each choice for which yes is selected in #7 above]			
Once referrals are made, does your school have a follow-up procedure for the following?		Yes	No
a) Hearing problems		☒	☐
b) Vision problems		☒	☐
c) Oral health problems		☒	☐
9) Does your school screen and refer for tobacco and/or other substance use?			
☐ Yes			
☒ No			
10) Does your school actively seek outside funding sources (including in-kind donations) to support health services?			
☒ Yes			
☐ No			
11) Does your school have a designated individual(s) or team who regularly (e.g., weekly, monthly, quarterly) evaluates students with a physical and/or mental impairment for disability under Section 504?			
☒ Yes			
☐ No			
12) Does your school provide case management for students with chronic health conditions (e.g., asthma, diabetes)?			
☒ Yes			
☐ No			

COUNSELING, PSYCHOLOGICAL, AND SOCIAL SERVICES

Questions in this section refer to the counseling, psychological, and social services provided to students at your school. These questions are aligned with the *Colorado Framework for School Behavioral Health Services*, which focuses on prevention, early intervention, and intervention for student social, emotional, and behavioral health needs to reduce barriers to learning. The framework ensures appropriate supports for all students. The counselor, psychologist, or social worker could help provide answers to these questions.

1) How many hours per week, on average, are the following mental health professionals present at your school?					
	0 hours/week (this staff is not present at your school)	1-10 hours/week	11-20 hours/week	21-30 hours/week	31-40 hours/week
a) School counselor	☒	☐	☐	☐	☐
b) School psychologist	☐	☐	☐	☐	☒
c) School social worker	☐	☐	☐	☐	☒

2) Do the following staff members at your school regularly receive training (e.g., Responsive Classroom, Youth Mental Health First Aid, Signs of Suicide) on how to identify and support students with social, emotional, and behavioral health needs?			
	Yes, most if not all receive training	Yes, some receive training	No
a) Teachers	☒	☐	☐
b) Administrators	☒	☐	☐
c) Coaches	☒	☐	☐
d) Health aides, health paraprofessionals	☒	☐	☐
e) Other (please specify) _____	☐	☐	☐

3) How many teachers in your school, on average, practice mindfulness with students in their classrooms?	
☐ No teachers	
☐ Few teachers	
☒ Some teachers (approximately half)	
☐ Most teachers	
☐ All teachers	

4) With regard to <u>all</u> students (i.e., Tier 1)...	
a) Does your school conduct a universal screening? <i>Definition: A universal screening is an annual process using a validated tool (e.g., Behavioral and Emotional Screening System (BASC-2/BESS), Strengths and Difficulties Questionnaire (SDQ)), usually led by a mental health professional, to assess the social, emotional, and behavioral health needs of <u>all</u> students and determine whether they require individual intervention services.</i>	
☐ Yes	
☒ No	
b) Have teachers and other staff received training on how to incorporate principles of social and emotional learning (SEL) into their work with students?	
☒ Yes, most if not all receive training	
☐ Yes, some receive training	
☐ No	

c) Does your school provide opportunities that develop the knowledge, attitudes, and skills for student social and emotional learning (SEL)?

☒ Yes

☐ No

d) Does your school conduct assessments (e.g., self-report surveys, interview protocols, observations and rating scales, performance-based assessments) of student social and emotional learning (SEL)?

☒ Yes

☐ No

e) Does your school provide school-wide-student supports for modeling, practicing, and reinforcing pro-social behavior?

☒ Yes

☐ No

5) With regard to some students (i.e., Tier 2)...

a) Does your school use a system (e.g., Check & Connect, Check-In/Check-Out) for weekly monitoring the progress of select students toward identified goals?

☒ Yes

☐ No

b) Does your school have a class(es) for identified students in need of social, emotional, and behavioral health supports (e.g., Advancement Via Individual Determination (AVID), Healthy Environment And Response To Trauma in School (HEARTS))?

☒ Yes

☐ No

6) With regard to few students (i.e., Tier 3)...

a) Have teachers and other staff received training on how to respond to an individual student in crisis (i.e., threatening harm to self or others)?

☐ Yes, most if not all receive training

☒ Yes, some receive training

☐ No

b) Does your school have a re-entry plan for students after a prolonged absence (e.g., from hospitalization or residential treatment) that includes social and emotional support for re-integration into school?

☒ Yes

☐ No

c) Does your school provide or refer for therapeutic services?

	Yes	No
i. Individual counseling (in-school)	☒	☐
ii. Group counseling (in-school)	☒	☐
iii. Referrals to services (outside of school)	☒	☐

d) [Note: answer only if yes is selected #6c_iii above]

Does your school's referral protocol involve an in-person meeting where a school staff member directly introduces the student to the external behavioral health provider (e.g., "warm hand-off")?

- ☒ Yes
☐ No

HEALTHY AND SAFE SCHOOL ENVIRONMENT

Questions in this section refer to the environment of your school, including crisis preparedness and response, aspects of school climate and culture that promote a safe and welcoming environment, and the physical environment, including the building as well as the surrounding school grounds. The principal, another administrator, or the facilities manager could help provide answers to these questions.

1) Does your school have a formal crisis preparedness, response, and recovery plan (school and/or district-created) in place? ☒ Yes ☐ No		
2) [Note: answer only if yes is selected in #1 above] Does your school's crisis preparedness, response, and recovery plan include the following?		
	Yes	No
a) Evacuation plans	☒	☐
b) Procedures to stop people from leaving or entering school buildings (lock down plans)	☒	☐
c) Requirements to conduct regular emergency drills, other than fire drills	☒	☐
d) Family reunification procedures	☒	☐
e) Accommodations for students and staff with special needs	☒	☐
f) Provision of mental health services for students, faculty, and staff after a crisis has occurred (e.g., to treat post-traumatic stress disorder)	☒	☐
g) Mechanisms for communicating with school personnel	☒	☐
h) Requirements for periodic review and revision of the crisis preparedness, response, and recovery plan	☒	☐
i) Procedures to coordinate with first responders (e.g., police and fire departments)	☒	☐
3) [Note: answer only if yes is selected in #1 above] Have teachers and other school staff received training in implementing the crisis preparedness, response, and recovery plan? ☒ Yes, most if not all receive training ☐ Yes, some receive training ☐ No		
4) Does your school have a process that uses a set of strategies or pathways to determine the credibility and seriousness of a threat (e.g., a threat assessment)? ☒ Yes ☐ No		
5) Does your school engage in the following practices to address positive school climate?		
	Yes	No
a) Communicate expectations for learning and behavior to students	☒	☐
b) Communicate expectations for student learning and behavior to parents/guardians	☒	☐
c) Hold school-wide activities that give students opportunities to share in diverse cultures and experiences	☒	☐
d) Incorporate materials and activities that reflect the diversity of your student body	☒	☐
e) Have a student-led club that aims to create a safe and welcoming school environment for all members of the school community, including gender and sexually diverse students and staff (e.g., gay/straight alliances)	☒	☐

6) Does your school have a student-centered discipline approach (e.g., restorative practices, alternatives to suspension) that prioritizes keeping students in the learning environment by using the principles of reflection, restoration, and relationships?		
☒ Yes ☐ No		
7) [Note: answer only if yes is selected in #6 above] Does your school use this student-centered discipline approach in response to substance use, including e-cigarettes or vape products?		
☒ Yes ☐ No		
8) Has your school adopted a written policy (school and/or district-created) prohibiting harassment and bullying?		
☒ Yes, our school has a written policy, and it includes cyberbullying ☐ Yes, our school has a written policy, but it does <u>not</u> include cyberbullying ☐ No		
9) [Note: answer only if yes is selected in #8 above] Does this written policy prohibiting harassment and bullying delineate protection for <u>all</u> of the following classifications: disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services?		
☒ Yes ☐ No		
10) Does your school engage in the following practices to address harassment and bullying?		
	Yes	No
a) Conduct trainings for school staff about how to respond to harassment and bullying	☒	☐
b) Provide information to parents/guardians about harassment and bullying	☒	☐
c) Provide information to students about the consequences of harassment and bullying	☒	☐
d) Implement strategies or programming to prevent harassment and bullying	☒	☐
e) Provide anonymous methods for students to report harassment and bullying	☒	☐
f) Institute corrective measures for students engaged in bullying (e.g., instruction on acceptable behavior, counseling, appropriate discipline)	☒	☐
11) Does your school engage in each of the following practices related to lesbian, gay, bisexual, transgender, or questioning (LGBTQ) youth?		
	Yes	No
a) Identify "safe spaces" (e.g., a counselor's office, designated classroom, student organization) where LGBTQ youth can receive support from administrators, teachers, or other school staff	☒	☐
b) Prohibit harassment based on a student's perceived or actual sexual orientation or gender identity	☒	☐
c) Encourage staff to attend professional development on safe and supportive school environments for all students, regardless of sexual orientation or gender identity	☒	☐
d) Facilitate access to providers not on school property who have experience in providing health services, including HIV/STD testing and counseling, to LGBTQ youth	☒	☐
e) Facilitate access to providers not on school property who have experience in providing social and psychological services to LGBTQ youth	☒	☐

12) Does your school have the following <u>indoor</u> features to help create a safe environment?		
	Yes	No
a) Slip-resistant flooring surfaces	☒	☐
b) Sturdy guardrails on stairways or ramps	☒	☐
c) Clearly labeled poisons and chemical hazards that are stored in locked cabinets	☒	☐
d) First aid equipment and notices describing safety procedures available	☒	☐
e) Sufficient lighting in all indoor areas of the school	☒	☐
f) Supervised or sealed-off secluded areas	☒	☐
g) Operational smoke alarms, sprinklers, and fire extinguishers	☒	☐
h) Methods to keep weapons out of the school environment (e.g., metal detectors, monitored single point of entry, x-ray equipment)	☒	☒
i) An air quality management program	☒	☐
13) Does your school have the following <u>outdoor</u> features on school grounds to help create a safe environment?		
	Yes	No
a) Sidewalks leading to/from the school that are safe to use (e.g., plowed and not damaged)	☒	☐
b) Trails or paths leading to/from the school that are safe to use	☒	☐
c) Bike lanes leading to/from the school that are safe to use (e.g., plowed and not damaged)	☐	☒
d) Sufficient bike racks or a secure place for students to keep their bikes, skate boards, scooters, or roller blades	☒	☐
e) Facilities (e.g., playground, tennis courts, track, fields, basketball courts) that are safe to use (e.g., not damaged, clear of glass, debris, and holes)	☒	☐
f) Shade structures such as trees or canopies	☒	☐
g) Sufficient lighting in all outdoor areas of the school	☒	☐
14) Does your school have programming or partnerships related to providing safe biking and walking routes to school?		
☐ Yes ☒ No		
15) Are the following periodically inspected at your school?		
	Yes	No
a) Pests	☒	☐
b) Condensation in and around school facilities	☒	☐
c) Cracks or leaks in the building foundation, walls, and roof	☒	☐
d) Mold	☒	☐
e) Plumbing system	☒	☐
f) Heating, ventilation, and air conditioning system	☒	☐

FAMILY, COMMUNITY, AND STUDENT INVOLVEMENT

Questions in this section refer to how your school engages families, students, and the broader community in its health and wellness efforts. The principal, another administrator, or a representative of a parent group (e.g., PTA) could help provide answers to these questions.

1) During non-school hours, do community members have access to the following school facilities for physical activities (including opportunities for community groups to use, reserve, or rent school space)?		
	Yes, they have access to <u>all</u> facilities	Yes, they have access to <u>some</u> facilities
		No
a) Indoor facilities (e.g., gym, weight room, pool)	☐	☐
b) Outdoor facilities (e.g., playground, tennis courts, track, fields)	☒	☐
2) Does your school, either directly or through the school district, have a joint use agreement for shared use of school or community physical activity or sports facilities? (A joint use agreement is a formal agreement between a school or school district and another public or private entity to jointly use either school or community facilities to share costs and responsibilities.) ☒ Yes ☐ No		
3) Does your school involve the community by...		
	Yes	No
a) Inviting community members to activities or events related to health and safety (e.g., fun runs, health fairs)?	☒	☐
b) Asking community members to plan and conduct health and safety-related events/activities?	☐	☒
4) Does your school collaborate with the following organizations in developing or coordinating health activities/programs for students?		
	Yes	No
a) Local health department	☒	☐
b) Parks and recreation department	☒	☐
c) Hospital	☐	☒
d) Health clinic	☐	☒
e) Doctor's office	☐	☒
f) Mental health center	☐	☒
g) Social services agency	☐	☒
h) Service club (e.g., Rotary Club)	☐	☒
i) Nonprofit (e.g., YMCA)	☒	☐
j) Faith-based group	☐	☒
k) College or university	☒	☐
l) Businesses	☒	☐
m) Local family/youth leadership council	☒	☐

5) Does your school use the following communication methods to provide information to parents/guardians and families about school health programs and activities?			
	Yes	No	
a) Written materials	☒	☐	
b) Meetings held at the school	☒	☐	
c) Meetings held in the community	☐	☒	
d) Phone or text notifications	☒	☐	
e) Website	☒	☐	
f) Social media	☒	☐	
6) In an effort to be culturally relevant, does your school engage students, families, and community members in developing communications about school health programs and activities?			
☐ Yes			
☒ No			
7) Does your school engage parents/guardians and families in school health programs and activities through the following?			
	Yes	No	
a) Gathering feedback and input from families on school health and wellness activities	☒	☐	
b) Meeting with a parent organization (e.g., PTA) to discuss school health needs and strategies	☒	☐	
c) Providing families with information on school health policies, strategies, and services	☒	☐	
d) Hosting school health activities for families (e.g., cooking classes, yoga or Zumba classes)	☒	☐	
8) How does your school obtain input from students about the following components of school health?			
	Input from students is not solicited	Suggestions are collected from students	Programs or policies are co-created by students
a) Student health services	☐	☐	☒
b) Health (including sexual health) education	☐	☒	☐
c) Physical education	☐	☒	☐
d) Counseling, psychological, and social services	☐	☒	☐
e) Food served in school	☐	☒	☐
f) The school's physical environment	☐	☒	☐
g) School culture and climate	☐	☐	☒
h) Other (please specify) _____	☐	☐	☐

STAFF HEALTH PROMOTION

Questions in this section refer to your school's staff health and wellness strategies and programs that promote a healthy work environment to support students' health and learning. The principal or another administrator could help provide answers to these questions.

1) Does your school...		
	Yes	No
a) Conduct a school employee wellness needs assessment or interest survey?	☒	☐
b) Develop a written school employee wellness action plan?	☒	☐
c) Have a school employee wellness leader or committee?	☒	☐
d) Obtain administrator support for school employee wellness?	☒	☐
e) Invite school staff to provide input on staff well-being policies and practices?	☒	☐
2) Do school staff have opportunities to participate in the following employee wellness activities?		
	Yes	No
a) Health screenings (e.g., BMI, blood pressure, cholesterol)	☐	☒
b) Annual flu shots at the school or district office	☐	☒
c) Stress management activities	☒	☐
d) Tobacco cessation efforts	☐	☒
e) Healthy food-related activities (e.g., cooking classes, taste testing, nutrition education)	☐	☒
f) Physical activity (e.g., providing physical activity breaks during meetings, walking programs, encouraging use of non-motorized transportation)	☒	☐
g) First Aid/CPR training	☒	☐
h) Conflict resolution education	☒	☐
i) Counseling for emotional disorders such as anxiety or depression	☒	☐
j) Crisis intervention for personal problems	☒	☐
k) Other (please specify) _____	☐	☐
3) Do school staff have opportunities to...		
	Yes	No
a) Build and maintain relationships with each other (e.g., activities during staff meetings, potlucks, staff outings)?	☒	☐
b) Recognize accomplishments and display gratitude toward each other?	☒	☐
4) Do school staff receive professional learning in the following areas?		
	Yes	No
a) Combating the impacts of compassion fatigue and burnout	☒	☐
b) Planning, implementing, and reflecting on their own well-being	☒	☐
c) Equity, diversity, and inclusion	☒	☐

LOCAL WELLNESS POLICY

Questions in this section are specific to the Local School Wellness Policy final rule requiring that a wellness policy is established to create a school environment that promotes student health and learning. School districts and charter schools must update their local wellness policy and assess implementation in each of their schools at least once every three years. This section of the Smart Source tool is designed and endorsed by the Colorado Department of Education Office of School Nutrition (CDE OSN) to serve as that assessment to meet these requirements.

To answer the questions below, please reference your school district or charter school's local wellness policy which should be publicly available and likely posted on your district or charter school board policy page (it is most often coded as ADF). Please note: if your wellness policy has additional documentation (i.e., ADF-R, guidelines, regulations, exhibits, etc.), feel free to consider those in your responses as well. Your responses will be used by your district or charter school to meet the federal law during the food service department's review by CDE OSN. Please answer the questions below to the best of your ability. Your responses to the questions below will not reflect negatively on your district or charter school. The completion of this section fulfills the assessment requirement and your responses will not be scored or evaluated.

- 1) To ensure accurate responses in this section, it is important that you reference your district or charter school's local wellness policy. Please agree to the following statement before advancing:

☒ I have reviewed my district or charter school's local wellness policy and will use this information to inform responses.

- 2) Federal regulation requires local wellness policies to address the seven elements below. Since the effective date of your district or charter school's local wellness policy, which of the following best describes the actions of your school toward meeting the goals as defined in the policy?

	No action taken (have not yet addressed goals in local wellness policy)	Making plans to implement related activities	Implementing <u>some</u> related activities	Implementing <u>all</u> related activities
a) Nutrition education	☐	☐	☒	☐
b) Nutrition promotion	☐	☐	☒	☐
c) Food and beverage marketing guidelines on school grounds	☐	☐	☒	☐
d) Nutrition guidelines for all foods and beverages available but <u>not sold</u> on school grounds (i.e., classroom celebrations, rewards, etc.)	☐	☐	☒	☐
e) Nutrition standards for all foods <u>sold</u> on school grounds (i.e., a la carte, school stores, vending machines, etc.)	☐	☐	☒	☐
f) Physical activity	☐	☐	☒	☐
g) Other school-based activities (as defined by your policy)	☐	☐	☒	☐